



# PIERCE COUNTY WISCONSIN

## DEPARTMENT OF LAND MANAGEMENT & RECORDS

Pierce County Courthouse  
414 W. Main Street P.O. BOX 647  
Ellsworth, WI 54011  
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PLANNING OFFICE 715-273-6746  
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### **Pierce County CONDITIONAL USE PERMIT Application**

**APPLICABILITY:** A conditional use permit is required within a zoning district for a use that is listed as a “Conditional Use” on the Pierce County Zoning Code’s Table of Uses.

*Pierce County Zoning Code § 240.88 defines a ‘conditional use permit’ as, “A permit, issued by the Land Management Committee, stating that a use permitted as a conditional use may be established, expanded or enlarged subject to any conditions placed on the authorization and the provision of this chapter.”*

**APPLICATION:** Applicants are encouraged to meet with Department staff for a pre-application conference. The application for a conditional use permit must be complete and received by the Department in order to be processed. A general checklist is as follows:

- Contact, Site, and Zoning Information (Page 1);
- Written statement specifically describing the proposed use (Page 2);
- Affidavit, Authorization to Examine Premises and Certification of Information Form (Page 3);
- Plot plan (Page 4);
- Town Recommendation Form;
- Site development plan, grading plan, erosion control plan (if applicable); and,
- Fee: \$300.

**REVIEW PROCESS:** A conditional use permit authorizes a land use in Pierce County and is subject to conditions and limitations which may be placed upon it to protect public health, safety, and welfare. Conditions are established by the Land Management Committee (or Board Adjustment if located within the St. Croix Riverway District) following a public hearing to give the applicant, local officials, and neighbors the opportunity to discuss the proposal. An application may be denied if the Land Management Committee decides that the use is not appropriate at the proposed location.

The Land Management Committee may, in approving an application for a conditional use permit, impose such restrictions and conditions that it determines are required to prevent or minimize adverse effects from the proposed use or development on other properties in the neighborhood and on the general health, safety and welfare of the county. Such conditions may include, but not limited to financial sureties, activities which may take place, hours of operation, access provisions, required landscaping, limits or size of structures or operations, and requirements for renewals. The Land Management Committee may limit the use of land to one specific use permitted in the zoning district for which the conditional use permit is sought. Failure to comply with a condition is grounds for revoking the permit. The property owner may apply for amended conditions on future dates should the proposed use need to expand or change. Amendments require another public hearing.

**APPEAL RIGHTS:** Any applicant who is aggrieved by conditional use permit decisions issued by the Land Management Committee may, within 30 days of the filing of each such decision in the office of the Zoning Administrator, file a certiorari review action with the Pierce County Circuit Court.

For specific information regarding Conditional Use Permits, read Pierce County Zoning Code § 240-76. This chapter can be purchased at our office or reviewed on our website listed above.

**CONTACT INFORMATION:**

Property Owner \_\_\_\_\_ Contact/Agent (if not owner) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

**SITE INFORMATION:**

Property Location: \_\_\_\_\_ ¼ of the \_\_\_\_\_ ¼, Section \_\_\_\_\_, Town \_\_\_\_\_ N, Range \_\_\_\_\_ W, Lot \_\_\_\_\_, Block \_\_\_\_\_,  
 Subdivision \_\_\_\_\_ Town of \_\_\_\_\_, Pierce County, WI.  
 Site address: \_\_\_\_\_  
 Parcel Identification # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Computer # \_\_\_\_\_

**ZONING INFORMATION:**

Zoning District (Check one):

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Exclusive Agriculture  | <input type="checkbox"/> Primary Agriculture      | <input type="checkbox"/> Ag-Residential      | <input type="checkbox"/> General Rural        |
| <input type="checkbox"/> General Rural Flexible | <input type="checkbox"/> General Rural Flexible-8 | <input type="checkbox"/> Rural Residential-8 | <input type="checkbox"/> Rural Residential-12 |
| <input type="checkbox"/> Rural Residential-20   | <input type="checkbox"/> Commercial               | <input type="checkbox"/> Light Industrial    | <input type="checkbox"/> Industrial           |

Overlay District (Check one):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Floodplain         | <input type="checkbox"/> Shoreland / Wetland | <input type="checkbox"/> Kinnickinnic River Blufflands |
| <input type="checkbox"/> St. Croix Riverway | <input type="checkbox"/> Not Applicable      |  |

Type of Conditional Use Permit (Check One):

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Antique Shop/Art Gallery   | <input type="checkbox"/> Bed & Breakfast           | <input type="checkbox"/> Farm & Home Business                           | <input type="checkbox"/> Home Occupation      |
| <input type="checkbox"/> Family Day Care  | <input type="checkbox"/> Boardinghouse             | <input type="checkbox"/> General Retail & Services                      | <input type="checkbox"/> Home Business        |
| <input type="checkbox"/> Retreat Centers  | <input type="checkbox"/> Duplexes                  | <input type="checkbox"/> Riding Stables                                 | <input type="checkbox"/> Roadside Stand       |
| <input type="checkbox"/> Accessory Residence  | <input type="checkbox"/> Manufactured Home Parks   | <input type="checkbox"/> Private Outdoor Recreation                     | <input type="checkbox"/> Farm Market          |
| <input type="checkbox"/> Separated Farm Residence   | <input type="checkbox"/> Multiple-family Dwellings | <input type="checkbox"/> Kennels  | <input type="checkbox"/> Airports             |
| <input type="checkbox"/> Heavy Industrial Uses  | <input type="checkbox"/> Light Industrial Uses     | <input type="checkbox"/> Nonmetallic Mining                             | <input type="checkbox"/> Airstrips            |
| <input type="checkbox"/> Private Institutional  | <input type="checkbox"/> Sawmills/Planing Mills    | <input type="checkbox"/> Mining, accessory uses                         | <input type="checkbox"/> Clean Fill Site      |
| <input type="checkbox"/> Public Institutional   | <input type="checkbox"/> Cemeteries                | <input type="checkbox"/> Filling & Grading                              | <input type="checkbox"/> Sludge Disposal      |
| <input type="checkbox"/> Signs [§240-60.N]  | <input type="checkbox"/> Communication Tower<70ft  | <input type="checkbox"/> Large Solar Energy System                      | <input type="checkbox"/> Solid Waste Facility |
| <input type="checkbox"/> Utility facilities>1000 sq. ft.  | <input type="checkbox"/> Communication Tower>70ft  | <input type="checkbox"/> Large Wind Energy System                       | <input type="checkbox"/> Salvage Yards        |
| <input type="checkbox"/> Unspecified temporary uses   |  | <input type="checkbox"/> Temporary concrete or asphalt Plant            |   |
| <input type="checkbox"/> Tree removal Kinnickinnic River Bluff (§240-45)                        |  | <input type="checkbox"/> Shoreland vegetation removal (§240-46)         |   |
| <input type="checkbox"/> Planned Residential Development (§240-47)                              |  | <input type="checkbox"/> Nonconforming structure expansion [§240-67(2)] |   |
| <input type="checkbox"/> St. Croix Riverway: land divisions, bed & breakfast, stairways & lifts |  |   |   |
| <input type="checkbox"/> Other (Describe) _____   |  |   |   |

*Be sure to obtain a copy of pertinent Pierce County Code sections that apply to your request.*

**PROPOSED USE:**

In the space below or in an attached narrative, describe the proposed use. Include information regarding present use of property, activities to be included, buildings and structures to be used, adjacent land uses, equipment to be operated, hours of operation, outside storage, number of employees, facilities to accommodate the public, and other information required by the Zoning Administrator.

I hereby certify that the above application and all attachments are true, correct, and complete to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments include: Plot Plan; Site development plan, grading plan, erosion control plan (if applicable); Town Recommendation/Approval Statement; Affidavit, Authorization to Examine Premises, and Certification of Information Forms; and, Fee: \$300.

LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY	
Date Filed:	Signed:  (Zoning Administrator)
Fee:	
Code Reference:	
Overlay District:	

**AFFIDAVIT:**

TO WHOM IT MAY CONCERN:

This affidavit is to verify, to the best of my knowledge, that the conditional use permit requested in the attached application does not violate any Deed Restriction.

Owner(s) Name(s) - Please print:

\_\_\_\_\_  
\_\_\_\_\_

Owner(s) Signature(s):

\_\_\_\_\_  
\_\_\_\_\_

This instrument was acknowledged before me

on this date \_\_\_\_\_ by

\_\_\_\_\_

\_\_\_\_\_  
Notary Public, Pierce County, State of Wisconsin.

My commission expires: \_\_\_\_\_

**AUTHORIZATION TO INSPECT PREMISES:**

I hereby authorize the Pierce County Department of Land Management & Records to inspect premises at:

\_\_\_\_\_  
(Address)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner)

**CERTIFICATION:**

I hereby certify that I have been informed and understand that if I, my agent, or my attorney does not appear at the public hearing, and/or if I do not provide the information requested by the Zoning Administrator, the Board/Committee may dismiss the appeal or application or may dispose of the matter on the record before it.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant/Appellant)

**PLOT PLAN:**

**FILE INFORMATION**

**PROPERTY LOCATION**

Owner	_____ 1/4, _____ 1/4, Section _____, T _____ N, R _____ E or W
PIN #	<input type="checkbox"/> City, <input type="checkbox"/> Village, <input type="checkbox"/> Town of _____, Pierce County, WI



Please attach an approved Town Driveway Permit if this requires new access to the parcel.

Please indicate on the Plot Plan:

- Location & size of proposed construction
- Lot dimensions and lot size
- Locate & label road and any easements
- All existing structures
- Slopes greater than 20%
- Driveway slope (must be 12% or less)
- Waterways/Floodplains
- Distances from planned construction to roads, well, septic tank & drain field, lot lines, and waterways

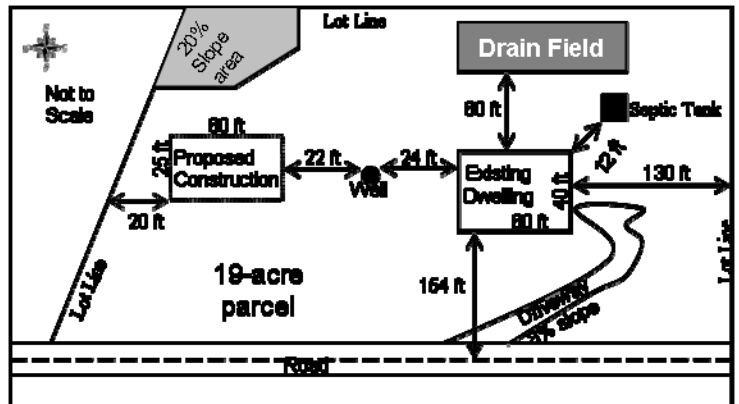
Distance from centerline of my driveway to nearest driveway or intersecting road is \_\_\_\_\_ feet.

I certify that the above information is true and correct and acknowledge that penalties may be assessed against me for failure to comply with the plot plan.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Add additional pages to the application, if necessary. Please number the pages.*

Example Plot Plan



## Town Recommendation Form

**Request:**  Conditional Use Permit  Plat Approval—Concept, Preliminary, Final (Circle One)  
 Map Amendment - (Rezone)  Other - \_\_\_\_\_

**Applicant/Agent:**

Name \_\_\_\_\_

Site Address (if applicable) \_\_\_\_\_

**Property Description:** \_\_\_\_\_ ¼ of the \_\_\_\_\_ ¼, Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W, Lot \_\_\_\_\_, Block \_\_\_\_\_,

Subdivision \_\_\_\_\_ Town of \_\_\_\_\_

Computer # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel # \_\_\_\_\_

Zoning District \_\_\_\_\_ Acreage \_\_\_\_\_

A town recommendation is required as part of the application for a rezone (map amendment) or a conditional use permit. This recommendation is necessary whether a town has adopted a comprehensive plan or has not. Pierce County will seek to further each Town's planning goals when considering the establishment of conditionally permitted uses and when considering approval of a request for a rezone or map amendment.

Pierce County will consider adherence to the goals, objectives, and policies of an adopted or amended town comprehensive plan to be consistent with the "public interest" for decisions relating to that Town. In cases where an adopted plan gives guidance regarding the establishment of a proposed conditional use, the specific portion of the plan relating to the request should be referenced. If a town plan is silent regarding the establishment of a proposed use, or a town has not adopted a comprehensive plan, the recommendation will be advisory in nature.

Pierce County will approve re-zonings (map amendments) within a given town only when the proposed amendment is consistent with that town's comprehensive plan. The specific portion of the plan which supports the rezone request should be referenced. It should be noted that if a town's comprehensive plan is silent on a proposed rezone, approval cannot be granted unless consistency is achieved through plan amendment. In cases where a town has not adopted a comprehensive plan, a rezoning request will be considered based upon its consistency with the Pierce County Comprehensive Plan. In such cases, a town's recommendation regarding the proposed rezone will be used to assist the Land Management Committee in evaluating applicable goal statements. Questions regarding the need for a Town Recommendation and its use should be directed to Land Management Department Staff at (715) 273-6746.

**Town Recommendation:** \_\_\_\_\_ Approval \_\_\_\_\_ Denial

Justification/Plan Reference: \_\_\_\_\_

\_\_\_\_\_

Concerns/Suggested Conditions: \_\_\_\_\_

\_\_\_\_\_

*Please attach additional information as necessary.*

**Town Chair Signature:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_